

Terms of Reference

Sustainable Peterborough Coordinating Committee

Background

Sustainable Peterborough (SP) is a regional partnership historically comprised of community groups, businesses, educational institutions, non-profit organizations, local governments and First Nations. SP evolved out of an informal group of individuals and organizations who started meeting at the dawn of the new millennium under the name of Sustainability Network. Their work led to the creation of the Greater Peterborough Area Community Sustainability Plan which was adopted in the spring of 2012 by the City of Peterborough, Peterborough County, its eight Townships, and the two First Nations. The SP Coordinating Committee was established in April 2012 to assist with the guidance and implementation of the SP Plan. Components of the original Plan have been incorporated into Official Plans, and influenced Transportation Plans, Energy Plans, Cultural Plans, economic development and tourism strategies, Age Friendly Plans, Strategic Plans, and the Community Well-Being Plan. SP has assisted in the securement of over \$1,000,000 in external funding for projects such as the Healthy Kids Community Challenge and the Climate Change Action Plan (CCAP) for the Greater Peterborough Area.

Since 2012 our community has changed and evolved, as have the definitions of sustainability and related programs and initiatives. This led to a review and refresh of SP, which included conducting an extensive organizational review, a governance and plan review. This comprehensive work facilitated many insightful conversations and led to the decision that SP should focus on helping the community implement and track progress towards the United Nations Sustainable Development Goals (SDGs), which forms the basis for the new SP Strategic Plan 2021-2031. A new SP Coordinating Committee was established in late fall 2022 to assist with guidance and implementation of the new Strategic Plan.

SP has been operating under the auspices of Peterborough & the Kawarthas Economic Development (PKED) since its inception, and the recent governance review has led to the mutually supported decision that this relationship continues. The partners are looking forward to further solidifying the relationship and having improved alignment through the mutual vision of advancing priority SDGs in Peterborough & the Kawarthas.

Coordinating Committee and CC Member Role

The Sustainable Peterborough Coordinating Committee (SP CC) serves as an advisory committee to oversee SP operations, activities and events; to provide strategic direction, input, and expert knowledge.

SP maintains political neutrality, and its role is not one of community advocacy, lobbyist, provocateur, or agitator for change.

The Coordinating Committee's (CC) collective responsibilities and accountabilities are:

1. Approve policies and projects which are consistent with the SP Strategic Plan.
2. Participate in the review and development of the SP Strategic Plan every 10 years.
3. Approve annual budget.
4. Provide and/or approve reports to the City of Peterborough, Peterborough County, the PKED Board of Directors, the Townships' CAOs, Curve Lake and Hiawatha First Nations as required.

The individual accountabilities of the SP CC members are:

1. To act honestly and in good faith and in the best interests of SP and the community.
2. To respect the confidentiality of matters brought before the CC.
3. To declare any conflict of interest in fact or in appearance.
4. To attend and prepare for SP CC meetings; to actively participate in discussions.
5. To actively participate on Subcommittees and attend regular meetings of Subcommittees that they volunteer to join.
6. To promote SP in the community.
7. SP CC members shall conduct themselves with propriety, decency and respect and with the understanding that all community members, organizations, institutions, businesses, other members and staff are to be treated with dignity, courtesy and respect.

Coordinating Committee Structure and Membership

The CC shall consist of no less than 9 and no more than 12 members who live or work within the Greater Peterborough Area. Two (2) CC Co-Chairs shall be appointed staff leads from the City of Peterborough and Peterborough County. One (1) CC member shall be appointed by and represents the PKED Board of Directors.

SP values the benefits that diversity brings to SP and the CC. Diversity promotes the inclusion of different perspectives and ideas, improves oversight, decision-making and governance. SP

is also committed to fostering an inclusive culture based on merit and free of conscious or unconscious bias. At all times, SP seeks to maintain a CC comprised of talented and dedicated members with a diverse mix of experience, skills and backgrounds collectively reflecting its strategic needs. When assessing SP CC composition or identifying suitable candidates for appointment to the CC, SP will consider candidates using objective criteria having due regard to the benefits of diversity and the needs of SP. SP CC member recruitment and selection is conducted by using a skills matrix. The skills matrix is not intended to be used as a screening tool, to eliminate or intimidate people, or ensure a high level of expertise in all the fields, but is intended to formalize the SP CC selection and recruitment process, and as a tool to perform gap analysis to ensure diversity of skills, experience, knowledge, and representation across all sectors.

The term of office for SP CC members shall be three (3) years, and members may elect to serve a maximum of three (3) three-year terms. The two (2) Co-Chairs' roles and terms do not follow the same expiry terms, as their appointment rests with the City of Peterborough and Peterborough County and they may be replaced by the City and the County should they choose to resign from their SP CC Co-Chair role or change their employment title or status with the City and the County.

A member's seat may be declared vacant if the member is absent for three (3) consecutive meetings, without leave of absence from the CC or without reasons satisfactory to the CC.

Members may resign at any time by submitting their resignation in writing.

Committee Co-Chairs

The SP CC shall have two (2) Co-Chairs, appointed staff leads from the City of Peterborough and Peterborough County. The two (2) Co-Chairs' roles and terms do not follow the same expiry terms, as their appointment rests with the City of Peterborough and Peterborough County and they may be replaced by the City and the County should they choose to resign from their SP CC Co-Chair role or change their employment title or status with the City and the County.

Executive Committee

The Executive Committee (EC) shall consist of the two (2) Co-Chairs, Past Chair(s) (if applicable), Past Vice-Chair (if applicable), the PKED President & CEO, and the SP Coordinator. The EC's role is to set SP CC meeting agendas, review and draft the annual budget, presentations and reporting requirements, and act as administrator for SP and the CC.

Resources

PKED will employ a Sustainable Peterborough Coordinator as a part-time staff position working four (4) days a week. The SP Coordinator will act as a resource to the SP framework, SP projects, Executive Committee, Subcommittees, and to the CC, in a non-voting capacity.

The SP Coordinator will be accountable to the CC, directly reporting to the Co-Chairs and to the PKED President & CEO. Core responsibilities are outlined in the annual contract.

Budget

The SP budget is a component of PKED's annual operating budget, approved by the SP CC, maintained and communicated by the SP Coordinator to the SP CC and PKED.

Accountability and Reporting

The SP CC Co-Chairs, Past Vice-Chair, or the Coordinator, shall report formally to the PKED Board on SP's annual activities, as well as issue update reports as required to the Townships' CAOs, Hiawatha and Curve Lake First Nations.

Meetings

The Committee will meet three (3) times per year, as needed, or on an as-required basis at the request of any of its members.

The Coordinator shall set meeting agendas through input from the Executive Committee.

The number of CC members which shall constitute a quorum shall be a simple majority quorum.

All CC members present at a meeting shall be eligible to vote on a decision, except an active member of the committee who has declared a pecuniary interest on the topic at hand.

The Coordinator shall minute the proceedings, actions and resolutions of all CC meetings including the names of those in attendance.

One of the Co-Chairs or, in both their absence, the past Vice-Chair shall be Chairperson of any SP CC meeting. If no such officer were present, the members present shall choose one of their numbers to be Chairperson.

Ad Hoc Subcommittees

SP may establish short- or long-term project or issue specific “Ad Hoc” Subcommittees. Subcommittee membership can consist of SP CC members as well as non-members, representing other institutions, businesses, organizations, offering diverse skill-sets, experience, knowledge and perspectives. A separate Terms of Reference shall be established for each Subcommittee.